



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 5
77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590

REPLY TO THE ATTENTION OF:

US EPA RECORDS CENTER REGION 5



472061

MEMORANDUM

Date: FEB 08 1994

Subject: Work Assignment Manager (WAM) Designation

From:

Brigitte Manzke
Brigitte Manzke
Contracting Officer

To:

Leah H. Evison
Remedial Project Manager

I have approved your nomination as an Work Assignment Manager for Work Assignment No. 47-5P2W Kysor-Northernair, Remedial Design under ARCS Contract No. 68-W8-0064. Please keep a copy of this form in your work assignment files.

If you have any questions regarding the attached, associated responsibilities, the contract statement of work, contract clauses, anything relating to the work under the ARCS contract, please contact me at (312) 886-6581.



Printed on Recycled Paper



**Designation and Appointment of Project Officer/
Work Assignment Manager/Delivery Order Officer**
(For Other Than Small Purchases)

Note: This form is not a Contracting Officer warrant. Delivery Order Officers and Administrative Delivery Order Officers require a warrant of Contracting Officer authority. Any request for a Delivery Order Officer warrant must be accompanied by the additional information required in Chapter 8 of the Contracts Management Manual.

1a. Name of Nominee Leah H. Evison		b. Title RPM													
c. Organization Office of Superfund ME/WE Sec. 2	d. Mail Code HSRW-6J	e. Telephone 6-4696	f. Years of Contract Experience 1												
2. The nomination is for: <input type="checkbox"/> Project Officer <input checked="" type="checkbox"/> Work Assignment Manager <input type="checkbox"/> Delivery Order Officer <input type="checkbox"/> Administrative Delivery Order Officer <input type="checkbox"/> Delivery Order Project Officer		3. The Nominee Has: <table border="0"><tr><td>a. Completed the basic Project Officer Course</td><td>Yes <input type="checkbox"/></td><td>No <input checked="" type="checkbox"/></td></tr><tr><td>b. Completed the Contract Administration Course</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>c. Incorporated appropriate contract management criteria in position description and performance standard. (If criteria have not been incorporated, they must be incorporated within 30 days of appointment.)</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>d. If the nominee has not completed the basic Project Officer Course or the Contract Administration Course, has a waiver or interim certification been provided</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr></table> <p>If the answer to items a, b, or c is "No," or the answer to item d is "No," attach an explanation.</p> <p align="right">N/A</p>		a. Completed the basic Project Officer Course	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	b. Completed the Contract Administration Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. Incorporated appropriate contract management criteria in position description and performance standard. (If criteria have not been incorporated, they must be incorporated within 30 days of appointment.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. If the nominee has not completed the basic Project Officer Course or the Contract Administration Course, has a waiver or interim certification been provided	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Completed the basic Project Officer Course	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>													
b. Completed the Contract Administration Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
c. Incorporated appropriate contract management criteria in position description and performance standard. (If criteria have not been incorporated, they must be incorporated within 30 days of appointment.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
d. If the nominee has not completed the basic Project Officer Course or the Contract Administration Course, has a waiver or interim certification been provided	<input type="checkbox"/>	<input checked="" type="checkbox"/>													

4. Estimated Dollar Amount of Contract, Work Assignment, or Delivery Order.

\$60,000 Work Assignment

5. Nomination is for (Check one):

☐ a new contract, work assignment, or delivery order entitled _____

☒ a change in the Project Officer, Work Assignment Manager, or Delivery Order Officer on Contract No. **47-5P200**

KYSOR - NORTHERNAIRE

68-W8-0064

(if applicable, the work assignment no./delivery order no. is _____)

Certification

The undersigned nominee and requesting official certify that the designation of this nominee complies with the workload limitations and other requirements set forth in Chapter 7 of the Contracts Management Manual.

6a. Signature of Nominee Leah H. Evison		b. Date 1/31/94
7a. Signature of Requesting Official (Division Director or Higher) James M. Traub	b. Name and Title JODI TRAUB, Assoc. Div. Director Office of Superfund	c. Date: 2-2-94
8a. Signature of Approval Official (Contracts Organization) Brigitte Manzke	b. Name and Title BRIGITTE MANZKE CONTRACTING OFFICER	c. Date: FEB 08 1994